All information in Part 1 is used for monitoring and contact purposes only and will not form part of the short-listing process. The form will be held in the Personnel Department and will be treated in confidence.

Please ensure that you sign at the bottom of this form with an electronic or physical signature. Your signature will also affirm the information provided on Part 2 of the application form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Vacancy Details** | | | |
| Job Title & Reference: |  | Your Initials (3)  No middle name use X |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details:** | | | |
| Surname: |  | Forename: |  |
| Title: |  | Preferred Forename: |  |
| Any other names used (forename / surname) |  | Current Address: |  |
| Date of Birth: |  | Postcode: |  |
| Email: |  | | |
| Nationality: |  | Home Phone No: |  |
| National Ins No: |  | Mobile Phone No: |  |

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| **Teachers Only:** | |
| Teacher Reference Number: |  |
| Do you have Qualified Teacher Status (QTS)? | Yes  No |

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| --- | --- | --- |
| Do you hold a UK or Irish Passport? | Yes  No | |
| **If no**, do you have the right to work in the UK? | Yes  No  N/A – British / Irish Passport | | |
| If yes, please advise the Right to Work document type you hold (i.e. Biometric Residence Permit / Share Code etc) | |  | | |

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| Where / How did you hear about the vacancy? |  |

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| --- | --- |
| Do you know any Student / Staff / Governors of Peter Symonds College? | Yes  No |
| If yes, please declare their name and what your relationship is with them, e.g. parent, friend, partner etc |  |

**PLEASE NOTE:** To enable us to complete our thorough safeguarding checks, we reserve the right to conduct an internet search on short-listed candidates. Please provide the following information:

|  |  |  |
| --- | --- | --- |
| Facebook Username: | Twitter Username: | Instagram Username: |
|  |  |  |

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| **Rehabilitation of Offenders Act 1974 (Exemption) Order 1975**  Under the provisions of the Protection of Children Act and Criminal Justice and Court Services Act 2000 a number of people are banned from working with children. The College retains the discretion in making a final decision whether or not to exclude an applicant from the College. Successful applicants will require an Enhanced Disclosure and Barring Service check with barred list check. You should indicate whether you have any unspent convictions, cautions, reprimands or warnings. The full policy is contained within the Recruitment of Ex-Offenders Policy, which is on the Staff Vacancies section of our website.  **Please note it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.** |

**N.B. Failure to disclose a criminal conviction, caution, reprimand or warning prior to employment, which later appears on your Disclosure and Barring Service disclosure may result in your dismissal.**

|  |  |
| --- | --- |
| Have you ever been convicted of any criminal offences? | Yes  No |
| Please supply details of any unspent Criminal Convictions, Cautions, Reprimands & Warnings you have received: | |
|  | |

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| --- | --- | --- |
| **References** | | |
| Please supply the names and contact details of two people who we may contact for references. These should be persons of appropriate standing with direct knowledge of your professional work and should include your present or most recent employer. If your current or most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The College reserves the right to take up references from any previous employer. | | |
| Please indicate by ticking the relevant box your consent to the College contacting either referee prior to interview. Any received reference will be shared with the interview panel. | Reference 1 | Reference 2 |
| Yes  No | Yes  No |

|  |  |
| --- | --- |
| Reference 1 – Most recent employer  **o** | |
| Contact Name: |  |
| Job Title: |  |
| Company Name: |  |
| Address: |  |
| Telephone No: |  |
| Email Address: |  |

|  |  |
| --- | --- |
| Reference 2 – Previous Employer | |
| Contact Name: |  |
| Job Title: |  |
| Company Name: |  |
| Address: |  |
| Telephone No: |  |
| Email Address: |  |

* I understand that, if I am appointed, personal information about me will be maintained in computerised and manual systems for administrative purposes including analysis for management requirements and statutory returns, subject to the UK General Data Protection Regulation.
* The data given on this form will be used only in the application process. If not selected for employment, the data is stored for 12 months in case of any necessary follow up action. (Employment at the College may be dependent on your consent to the provision of sensitive data concerning your health and any past criminal history.)
* The College takes great care as to how it collects, stores and uses your personal data. Please refer to the privacy notice on the Staff Vacancies section of the College website for staff for further information.

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| **Declaration:**  I confirm that the information supplied in Part 1 and Part 2 of the application form is, to the best of my knowledge, factual and correct.  I consent to the information being used by the Personnel Department for recruitment, personnel and monitoring purposes. Any false information provided may result in the offer of employment being withdrawn. | | | |
| Signed: |  | Date: |  |

**Equal Opportunities Information**

Peter Symonds College is committed to promoting the equality of opportunity to all applicants. Please refer to the Equal Opportunities Policy on the Staff Vacancies section of the College website.

The following information will be held in the Personnel Department and will be treated in confidence; information supplied will be used for monitoring purposes only. Completion of this section is voluntary.

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? | Yes  No |
| **If yes**, please provide further information: |  |
| Please provide details of any support you may require in order to attend the interview: | |
|  | |
| Please refer to the Statement on Disability on the Staff Vacancies section of our website. Please contact the Personnel Department on 01962 857557 or at [personnel@psc.ac.uk](mailto:personnel@psc.ac.uk) if you require additional information | |

|  |  |
| --- | --- |
| **Ethnic Origin** – Please select from drop down box | |
| Arab |  |
| Asian / Asian British | Choose an item. |
| Black / African / Caribbean / Black British | Choose an item. |
| Mixed / Multiple Ethnic | Choose an item. |
| Prefer not to say |  |
| White | Choose an item. |
| Other (Please specify): |  |

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| --- | --- | --- | --- |
| **Gender Identity (the gender you identify with):** | | | |
| A-Gendered |  | Non-Binary |  |
| Female |  | Prefer not to say |  |
| Male |  | Transgender |  |
| Other (Please Specify): |  | | |

|  |  |
| --- | --- |
| **Gender:** | |
| Female |  |
| Intersex |  |
| Male |  |
| Non-binary |  |
| Prefer not to say |  |
| Other (Please specify below): |  |
|  | |

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| **Marital Status:** | | | |
| Civil Partnership |  | Prefer not to say |  |
| Divorced |  | Separated |  |
| Living Together / Partner |  | Single |  |
| Married |  | Widowed |  |
| Other (Please Specify): |  | | |

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| **Religion or Belief** | |
| Buddhist |  |
| Christianity |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| No Religion |  |
| Prefer not to say |  |
| Sikh |  |
| Other (Please specify below): |  |
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| **Sexual Orientation:** | | | |
| Asexual |  | Heterosexual / Straight |  |
| Bisexual / Pansexual |  | Prefer not to say |  |
| Gay / Lesbian |  |  |  |
| Other (Please Specify): |  | | |